

FY2021 UNTS Procurement Year-End Deadline Calendar

The following deadlines apply to all UNT Campuses. University's fiscal year requirements mandate that we report all activity as of August 31.

Helpful Hints

- **Requisition Information** – to expedite the processing of your FY21 requisition, please include the following information in the Requesters Justification/Comments

REQUIRED	NOTATION	CONTENT
YES	DEPARTMENT CONTACT	FULL NAME, PHONE NUMBER, EMAIL ADDRESS
YES	VENDOR CONTACT (SALES)	FULL NAME, PHONE NUMBER, EMAIL ADDRESS
YES	VENDOR CONTACT (SUPPLIER MANAGEMENT)	FULL NAME, PHONE NUMBER, EMAIL ADDRESS
YES	EMAIL ADDRESS FOR PO	WHERE IS THE PURCHASE ORDER TO BE SENT?
YES	PROCUREMENT METHOD	TYPE OF PROCUREMENT UNLESS NON-BIDDABLE
YES	BUSINESS PURPOSE	WHY IS IT BEING PURCHASED?
YES	SERVICE DATES	DATES OF SERVICE OR GOODS RECEIVED

- Attach all documentation to Requisitions, including quotes, forms, existing contracts and/or the previous PO number to the requisition.
- Forward any outstanding invoices to invoices@untsystem.edu immediately for processing
- If goods or services have been received, please remember to complete the Desktop Receiver timely
- **Purchases under \$5000** should be paid via P-Card
- Using FY21 Funds - **Goods/services should be expected to be received prior to August 31, 2021**
- **Strategic Sourcing Team** - While the deadline to guarantee the completion of a formal solicitation process has passed, our team will approach every request for service with the intent to get the department what they need in the most expedited time frame possible
- **Contracts/Agreements** – please allow ample time for processing

Requisitions can now be processed for FY22 funds using zero dollars and dated 09/01/21, however, Budgets will not be loaded until mid-August after the BOR approves budgets.

If you have any questions regarding Budget, please contact your campuses or department budget Officer;

UNT DALLAS budget.office@untdallas.edu
 UNT HSC hscbudgetoffice@unthsc.edu
 UNT budget.office@unt.edu
 UNT SYS system_admin_budget@untsystem.edu

Campus Budget Offices will NOT be rolling budget for open POs

Criteria for Requisition entered prior to September 1 for FY22

- Although Requisitions can be entered now, best practice is to have FY22 Budgets loaded prior to Requisitions being entered
- FY22 Requisitions must include a Budget Date of **09/01/2021**
- Please add the following statement **“for delivery and invoicing after 09/01/21”**.
- FY22 blanket purchase orders, be sure to check the “Amount Only” block on the “Line Details” screen of the requisition. This will allow multiple invoices throughout the fiscal year to be paid against the line

Monday, July 19

- **Requisition Change Orders** for FY21 must be received by 5:00pm

Monday, August 2

Contracts

- Agreements requiring signature(s) for goods to be received by August 31 must be submitted by 5:00pm

Purchasing

- **Requisitions** using FY21 funds that involve signature authority must have the **UNSIGNED** contract/agreement attached to the requisition and need to be submitted by 5:00pm. Procurement Services will obtain the necessary signatures
- **Requisitions** of \$25,000 or less using FY21 funds must be created and approved by 5:00pm
- Goods/services should be expected to be received prior to August 31, 2021 or the PO will need to be created with a requisition reflecting a FY22 budget date (09/01/2021)

Friday, August 13

Accounts Payable

- **AP Invoices using FY21 funds** must be received by Accounts Payable by 5:00pm Email unpaid invoices to invoices@untsystem.edu
- **AP Voucher Corrections** for FY21 must be received by Accounts Payable by 5:00pm

Friday, August 20

Accounts Payable

- All **USAS Documents** for vendor payments must be entered and released or in "P" (Payment) status by 5:00pm

Wednesday, August 25

Travel

- Concur Expense Reimbursements using FY21 funds must be in "*Approved and in Accounting Review*" status by 5:00pm

Tuesday, September 7

P-Card

- P-Card data entry into Concur for August Transactions (dated August 4 through September 3) using FY21 funds must be completed and submitted by 5:00pm

****Please note that P-Card purchases made August 29-31 may not post during the FY21 billing period.***

Your efforts to meet the above deadlines are greatly appreciated. We encourage you to prepare and process documents as early as possible to avoid year-end rush.

For additional assistance, please contact

CONTACT	EMAIL
BUYERS HELP	buyers@untsystem.edu
ACCOUNTS PAYABLE HELP	accountspayable@untsystem.edu
SUPPLIER INVOICE REMITTANCE	invoices@untsystem.edu
TRAVEL	travel@untsystem.edu
PCARD	pcard@untsystem.edu
HUB	hub@untsystem.edu
CONTRACTS	procurementcontracts@untsystem.edu
STRATEGIC SOURCING	greg.obar@untsystem.edu